



**STUDENT SERVICES/
CAMPUS LIFE**

STUDENT LIFE

The Office of Student Life seeks to develop the Georgia Highlands College student body through a series of co-curricular activities that promote experiential learning, wellness and appreciation of the arts, leadership and volunteerism. The unit encourages and provides student involvement opportunities to complement the academic programs of study and to enhance the overall college experience for all Georgia Highlands College students.

The Office of Student Life (OSL) on the Floyd campus houses the offices for student publications, student governance and the service learning and volunteer center. The OSL coordinates the formation of clubs and organizations by students and provides resources for those groups as they sponsor a wide variety of programs and events. The OSL also handles the student judicial process, schedules general entertainment events and oversees the reservation and use of the Student Center and Solarium facilities on the Floyd campus.

A current calendar of events and programs can be found online at the campus life calendar or by contacting the OSL at 706-295-6363 (Floyd) or 678-872-8411 (Cartersville).

Student Governance

The Student Engagement Council (SEC) is composed of student representatives and faculty/staff representatives who work together for the betterment of the student body and its interests. The student representatives of the SEC are the student officers/representatives from all the student clubs and organizations at all campuses, plus a limited number of nonorganization representative slots called student-at-large positions. Students interested in serving in an at-large position should contact the office of student life for an application. Although the SEC includes representatives from faculty and staff, a student representative serves as chair of the SEC and is selected by the other Council members.

The primary purpose of the SEC is to serve as the voice of the student body and act as a liaison between students and college administration in order to help formulate just and proper regulations pertaining to student government and to assist those persons designated to enforce the regulations. The SEC operates under the Constitution of the Student Body of Georgia Highlands College. The SEC also assists the Office of Student Life with its activities and events in a manner that strives to result in the greatest possible advantage and satisfaction of all students, both as individuals and as a part of the student body as a whole.

Students also have the opportunity to serve on several institutional committees to assist faculty and staff in the development, review and discussion of college policies and procedures. Committees available for student representation and participation include the following:

- Student Affairs committee
- Student Judicial committee
- Technology committee
- Affirmative Action committee
- Student Retention committee

Students interested in serving on an institutional committee should contact the Office of Student Life at 706-295-6363.

Student Judicial Program

The Office of Student Life coordinates judicial programs for both the student code of conduct and the academic integrity policy. All students should familiarize themselves with these policies found in the responsibilities section of the student handbook. Please contact the director of student life at 706-295-6363 with any questions regarding these policies or the Student Judicial Program.

Student Clubs and Organizations

A number of clubs and organizations have been established for students with similar interests, purpose and intent. All student groups must obtain a faculty/staff advisor in order to register as a recognized student organization. New clubs are encouraged to form at any time, and may be recognized according to the process outlined in the Student Handbook.

The following is a current list of registered student groups:

- Alpha Beta Gamma Honor Society
- American Criminal Justice Association, Lambda Alpha Epsilon chapter
- Baptist Student Union (BSU)
- Black Awareness Society (BAS)
- College Democrats
- Cultural Awareness Society (CAS)
- Debate Club
- Gay, Lesbian, Bisexual, Transgender and Straight Alliance (GLBTSA)
- Highlands Association of Nursing Students (HANS)
- Georgia Highlands Writer's Collaborative
- Globetrotters Club
- Highlands Interactive Productions (HIP)
- Human Services Club
- Phi Theta Kappa Honor Society
- Psi Beta Honor Society
- Student American Dental Hygienists' Association (SADHA)
- Student Engagement Council (SEC)
- Student Professional Association of Georgia Educators (SPAGE)
- Orientation Leaders
- T.R.A.S.H Peer Educators (Teaching Responsible Alcohol, Substance and Highway Safety)
- Vegetarian Club
- Young Republicans
- Society of Creative Anachronism (SCA)

Student Publications

Under the authority of the student affairs committee, publications subcommittee, students produce three publications on campus.

- *The Six Mile Post*, an award winning campus newspaper, which is published seven times a year (three issues in fall, four issues in spring).

- *The Old Red Kimono*, a literary magazine published each spring.
- *GHC Bytes*, a Web magazine published several times each semester.

At least one faculty/staff member serves in an advisory capacity for each publication.

All Georgia Highlands College-sponsored student publications serve as forums for student expression and function under the protection of the First Amendment of the Constitution of the United States while maintaining basic standards of responsible journalism as expressed in the Society of Professional Journalists' Code of Ethics (1987). The Publications subcommittee assures that the editors of the student publications are free to select independently the material to be published without unjust criticism or pressure and that all student communications media are operated in accordance with constitutional purposes and objectives. The Publications subcommittee is appointed by the Student Affairs committee and consists of two faculty members, three students and the Director of Student Life. The Society of Professional Journalists' Code of Ethics and the guidelines governing the function of the Publications subcommittee are available from the Office of the Vice President for Student Development.

Minority Achievement Program

The Minority Achievement Program is a student-success program established in 1983 throughout the University System of Georgia to enhance the academic achievement of minority students. At Georgia Highlands College, MAP serves minority students by providing information on courses, special activities, clubs, tutoring and financial aid. MAP also coordinates the diversity center, located on the Floyd campus, which is open to all students as a place to study, do computer work, gather or relax. The center has available a collection of books written by minority authors or about minority issues.

Campus Entertainment/Cultural Events

The Office of Student Life coordinates and schedules a wide variety of student activities, programs and events of a cultural, entertainment and recreational nature throughout the year at both the Floyd and Cartersville campuses. (Students who attend the Marietta site are eligible to participate in any of the general student activities sponsored or offered by the Southern Poly Office of Student Activities.) Cultural events often include programs on literature, music and arts. Discount tickets for various area cultural events are available in the OSL. Entertainment events include professional musicians, novelty attractions, games, comedians and special annual events such as Fall Frenzy and Spring Fling. The current schedule of events/activities can be found at www.highlands.edu/cgi-bin/campuscalendar/calendar.cgi on the campus life calendar or by calling the OSL at 706-295-6363 (Floyd) or 678-872-8411 (Cartersville)

The game room, located in the student center next to the Office of Student Life on the Floyd campus, is operated under the direction of the OSL and is staffed by student assistants. The game room is equipped with two billiard tables, two ping-pong tables, an air hockey table, a foosball table and state-of-the-art video arcade games. Some of these services require a small fee in order to use/play. The game room also has a supply of board games (chess, checkers, etc.) available for use free of charge.

A current and valid Georgia Highlands College student ID is required to use the game room facilities. Guests in the game room must be accompanied at all times by a student, faculty or staff member. Children may NOT be left unattended in the game room or in any other part of the student center at any time.

The solarium on the Floyd campus has a big screen television with cable access and a DVD/VHS player. The student center also has several television monitors that are connected to the MTV-U, which is a college division of MTV Productions and shows a variety of music videos, news and sports.

For exercise, students may choose between the lakeside outdoor fitness trail or the fitness lab/weight room located in the physical education building on the Floyd campus.

Intramural Sports Program

The intramural sports program aims at providing every student who wishes to participate the opportunity to engage in competitive athletic activities. Competitions in the team sports of flag football, basketball, soccer, softball and volleyball are held seasonally for male, female and co-ed teams. Individual and dual/partner sports such as tennis, golf, badminton, billiards, canoeing and table tennis are offered throughout the academic year.

The Fitness Incentive Team program is also offered as a way for students, faculty and staff to be part of the intramural sports program and improve their fitness. The program normally lasts the majority of a semester. Participants pick one of two levels (beginner or advanced), then pick one of the five-option goals listed within that level.

Sign-up for intramural activities occurs before the beginning of each event or season. An awards ceremony is held at the end of each semester to honor those who participated and excelled in the intramural athletic events.

For more information, interested individuals should contact the intramural sports coordinator or the chair of the Division of Science, Math and Physical Education at 706-295-6356.

Volunteer Services/Service Learning Center

The volunteer services office and service learning center is located within the Office of Student Life and provides volunteer opportunities for students, faculty and staff. Coordinated by a student assistant, the office offers a variety of resources and contacts for community service and service learning programs. A list of numerous local and national charitable or philanthropic organizations is available for students to research their interests in volunteering for various causes.

The office also provides cooperative planning for campus organizations that plan and participate in their own service projects. The office sponsors annual campus events such as Make A Difference Day, Hunger and Homelessness Week, Earth Day and National Volunteer Week.

To learn more about volunteer opportunities or to inquire about service learning projects contact the office at 706-295-6773 or email volunteers@highlands.edu.

Odyssey Program

The Odyssey program provides opportunities for students to travel to various locations for both educational and entertainment purposes. Some of these trips are jointly sponsored by an academic division and the office of student life, and may provide academic credit for satisfactory participation. For example, the trip to the Alabama Shakespeare Festival provides humanities and social science extra credit.

The Access Center

Serving Students with Disabilities

The Access Center at Georgia Highlands College provides accessible programs, services, activities and reasonable accommodations for any student with a documented, qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and by the Americans with Disabilities Act of 1990.

The Access Center's Mission:

The Access Center develops programs and services that allow students with disabilities to meet the demands of college life as independently as possible.

Disabilities Accommodated at Georgia Highlands College

Persons who have a physical or mental impairment that substantially limits a major life activity are entitled to nondiscrimination and reasonable accommodations. Following are some of the disabilities accommodated at Georgia Highlands College:

- Blindness or visual impairment
- Deafness or hearing impairment
- Learning disabilities
- Attention Deficit Hyperactivity Disorder
- Mobility impairment
- Chronic health conditions
- Psychological disorders
- Brain injury

Serving Students with Disabilities

The Access Center works with self-identified students with disabilities. The center offers assistance with:

- Priority registration
- Academic advisement
- Communication with faculty concerning disability needs
- Disabled campus parking
- Sign Language interpreting services for students
- Note-taking
- Exam proctoring
- Alternative media
- Assistive technology
- Referral services, as well as other needs

The Access Center is equipped with a TDD, assistive listening devices and other assistive technology to make Georgia Highlands College more accessible. Some assistance is also given to students who may be experiencing temporary disabilities.

Obtaining Access Center Services:

All services for students with disabilities are provided on an individual basis to ensure that a student's specific disability needs will be accommodated reasonably and

successfully. **It is the student's responsibility to self-identify in the Access Center and provide documentation of disability to the Access Center very early in their admission/acceptance process.** It will be necessary to make an appointment in the Access Center to evaluate a student's needs and to become oriented with the services and accommodations provided according to a student's documentation.

Academic Accommodations for Students with Disabilities

Students at Georgia Highlands College must meet the academic and technical standards requisite to admission or participation in the program of study. Incoming students with apparent course-work deficiencies due to a disability should contact the Director of Disability Support in the Access Center.

Consideration may be given to the substitution or modification of certain course requirements while not detracting from the intent and quality of the educational experience. Such substitutions or modifications must be approved by the Director of Disability Support, department chair, Vice President of Academic Affairs and the Curriculum committee through a deliberative process.

Updating Documentation and Testing

In some cases, it may be necessary for a student to establish appropriate documentation of their disability or for their primary or secondary school documentation to be updated if it is more than three years old. The Regents Center for Learning Disorders at Georgia State University is the center assigned to assist Georgia Highlands College in obtaining assessments for our students who have learning problems due to a disability. Information and referral for RCLD is available in the Access Center at Georgia Highlands College.

Georgia Highlands College Applicants and Employees with Disabilities

In regard to matters pertaining to compliance with provisions for the Americans with Disabilities Act, the Director of Human Resources has been designated as the institutional officer responsible for assuring compliance in matters relating to employment and employees. The Director of Disability Support has been designated as the institutional officer responsible for compliance with all other ADA requirements.

More Information:

Students and prospective students who wish to learn more about the Access Center and accommodations for students with disabilities should contact:

The Access Center – Serving Students with Disabilities

Floyd Campus (Floyd and Heritage Hall site)

Wesley Walraven Building Suite W-213

Or call (706) 802-5003 (voice) or (706) 802-5123 (V/TDD)

Toll-free 1-800-332-2406

The Access Center – Serving Students with Disabilities

Cartersville Campus (Cartersville, Acworth, Marietta and Carrollton sites)

Student Services Hub 120E

Or call (678) 872-8100 (voice)

Visit our website at <http://www.highlands.edu/accesscenter>

Counseling and Career Services

The Counseling and Career Services Department offers a variety of services, resources and activities designed to support student success. Services are designed to assist students with making decisions and adjusting to college life. They also promote personal growth and development. Currently enrolled students with career, educational and/or personal concerns may be seen by a professional staff member on a time-limited basis. Sessions are free and confidential. Counseling staff members are also available for consultation to students, faculty and staff of Georgia Highlands College who are concerned about specific situations and/or individuals.

Personal Counseling

Individual and group sessions are designed to help students adapt to the demands of the academic environment. Information is available on a variety of topics such as assertiveness, self-esteem, stress reduction, relationships, date rape and substance abuse. Students are generally seen on a short-term basis. If more extensive therapy or long-term assistance is required, referrals are made to appropriate community agencies or individuals.

Academic Counseling

The staff provides support to students needing to develop or improve their academic skills (i.e., studying, note taking, managing time, test taking, and/or reducing anxiety). Students experiencing academic difficulties are also encouraged to seek assistance from this department.

Career Counseling

The goal of career counseling is to encourage students to focus on a career path and on setting career goals to complement the selection of a program of study. Counselors conduct career evaluations (often computerized) to measure interest, ability and values.

Job Search

Notices for part-time, full-time, temporary and seasonal employment opportunities are posted online and maintained in a jobs notebook. Assistance with preparation of resumes, cover letters, interviewing skills and job searching is provided. Students and alumni may post their resumes online, free of charge, through ChargerTRAK, a password-protected database.

WIA (Workforce Investment Act)

WIA provides eligible adults an opportunity to continue their education to gain marketable skills for immediate entry-level employment upon graduation. Types of assistance offered include tuition, books, supplies, child care and travel expenses. Students who qualify for WIA must be enrolled in one of the career programs at GHC.

Resource Library

The resource library houses free handouts/pamphlets on a wide range of psycho-educational, career and counseling issues along with informational materials about careers, academic success strategies and job search. Space is available for reading, browsing, listening to and viewing materials. Students may also check their e-mails while visiting the library.

Transfer information

Information (i.e., catalogs, applications, transfer guides and Internet links) is available through the counseling and career services department to students planning to transfer to a senior college or university.

New Student Orientation

Orientation sessions are held each term to help incoming students and their families become better acquainted with the services, programs and resources at Georgia Highlands College. These sessions offer students an overview of the campus, explain academic and student life requirements, and provide academic advisement and priority registration. Sessions are led by orientation leaders, current students who have undergone extensive training to assist new students in their transition to college.

Functions of Your Georgia Highlands College ID Card

You may use your ID card at the following locations:

- All Georgia Highlands College sites as your ID
- Georgia Highlands bookstore
- Georgia Highlands Charger Card office
- Georgia Highlands cafeteria
- Georgia Highlands library (to check out books)
- Vending machines (soda machines only)
- Copiers
- Pharos print stations (printing from computer)

You may add money to your card (cash only starting in increments of \$1) at any Value Transfer Station machine located outside the bookstore on the main campus and in the main offices on the Cartersville and Acworth sites.

Money can also be transferred onto your card using a Visa or Mastercard. This can be done at the Georgia Highlands Bookstore.

Your ID card can be used to receive student discounts in participating area locations (Cartersville, Acworth, and Rome). Discounts and locations are listed on the Georgia Highlands Web site at www.highlands.edu under Current Students/Charger Card. Hard copies of the list are available in the Charger Card office.

The replacement fee for lost, stolen, damaged or a new photo is \$5 for the first replacement and \$10.00 for every one thereafter. Please be aware that the student fees you pay only cover the cost of one ID card during the duration of your time at the college. Please report lost or stolen cards immediately. We will de-activate your card so that no one else can use it.

Financial aid is NOT added to your ID card.

You do not need to purchase a new ID card each semester. The card is good for the duration of your time at Georgia Highlands College.

Any money that has been deposited onto your ID card must be used before you graduate. This money is nonrefundable.

If your card does not work or you have any problems with it, please call the Charger Card Office at either 706-802-5812 or 706-802-5813.

COPIES

YOU MUST DEPOSIT MONEY ONTO YOUR CHARGER CARD BEFORE YOU CAN MAKE COPIES.

PHAROS PRINTING FROM COMPUTER

\$5 is added to your ID card each semester after drop/add for PRINTING ONLY— NOT COPIES OR OTHER PURCHASES. If the \$5 is not used by the end of each semester it is deleted and an additional \$5 is added after drop/add the next semester. The money DOES NOT accumulate from semester to semester. This money is not refundable to you upon graduation or if you withdraw from classes. It is strictly for printing, and any balances left over will be deleted from your account.